

**STATE OF KANSAS  
OFFICE OF THE ATTORNEY GENERAL  
Through the KANSAS BUREAU OF INVESTIGATION**

**INSTRUCTIONS**

**Complete:**

Private detective license application

Firearms permit application and notice of completion-training form (if applicable)

Application(s) must be completed in its entirety. An incomplete application will result in processing delays.

The Kansas Bureau of Investigation may take up to **90 days** to process an application.

In addition to your completed application(s), the following items must be submitted:

- Examination A
- Two (2) color, front view, photographs (no smaller than 2 x 2, no larger than 4 x 6) taken within 30 days before the application is submitted with a plain light colored background. (Do not wear a hat, scarf, other head gear or sunglasses.)
- Two (2) applicant (blue) fingerprint cards. Prints must be clear and fully rolled.
- Except for an employee of a licensed private detective agency, verification of a corporate surety bond in the amount of \$100,000 or more OR a certificate of insurance showing general liability insurance providing coverage in the amount of \$100,000 or more for bodily injury or property damage caused by negligence and errors or omissions; OR verification of \$100,000 or cash deposit with the state treasurer.

Copy of DD214 if prior or other military service

**Request for badge/case (optional if you have applied for a firearm permit)**

**Mail completed application(s) and other required items to:**

Private Detective Licensing  
Kansas Bureau of Investigation  
1620 SW Tyler  
Topeka, Kansas 66612-1837

**General Information:**

Types of private detective license:

- **Employee** of a licensed private detective agency.
- **Independent** private detective, i.e., not employed by a licensed detective agency.
- **The owner, an officer, director, partner or associate** of a licensed private detective agency who intend to engage in private detective work as well as and operate the business of a private detective agency.

- **Private detective agency** regularly employs other person(s) to engage in detective business.

**Application fee(s).** The application fee(s) is non-refundable. Subtract \$15.00 from your application fee(s) if you paid for the application packet.

- Employee of private detective agency - \$250 [for](#) two-year license from date of issuance.
- Independent private detective - \$250 [for](#) two-year license from date of issuance.
- Owner, officer director, partner or associate of private detective agency who intends to engage in detective business - \$100 [for](#) two-year license from date of issuance.
- Private detective agency - \$250 [for](#) two-year license from date of issuance.
- Also available - Private detective firearm permit - fee \$50.00,
- Private detective firearm permit badge with case - fee \$55.00 (must have a firearm permit to purchase). Upon expiration, suspension, or revocation of firearm permit, badge must be returned to the Kansas Bureau of Investigation private detective licensing unit.

**Please Note:** A private detective firearm permit allows a private detective to carry a concealed firearm only while actually engaged in the duties of employment as a private detective. It is not a substitute for a concealed carry permit.

We now have the ability to charge any/all private detective licensing fees on your Visa or Master Card credit cards. To charge any/all private detective licensing fees, please complete the enclosed credit card form. Submit the credit card form with your application and other related material. You are welcome to use a money order, cashiers check or personal check made payable to the Kansas Bureau of Investigation.

TDSR Services (SRS) for child support enforcement purposes.

In completing this application, please bear in mind that Any false information submitted on this application or any accompanying documents, or falsification of the fingerprints or photographs, constitutes grounds for denial of the application, and may subject you to criminal prosecution. The truthfulness and correctness of all information offered in this application must be verified by signing the application before a Notary Public.

Any individual with a disability may request that the Office of the Attorney General/Kansas Bureau of Investigation provide accommodations in order to complete the testing procedure.

Please direct any questions or request for accommodation to Corrina Clements, Program Manager, Private Detective Licensing, Kansas Bureau of Investigation, (785) 296-4436 or send an e-mail to [corrina.clements@kbi.state.ks.us](mailto:corrina.clements@kbi.state.ks.us) .

Upon approval of this application, the license and a pocket identification card (except for agencies) will be mailed to you. In addition, if you have applied and been approved for a private detective firearm permit, that will be mailed to you also. The license will be valid two years from the date of issuance. It will be renewable every two years. A renewal application will be mailed to you in the two months prior of the expiration date.

Look for the following statutes pertaining to the Private Detective Licensing Act on the Kansas Bureau of Investigation's web site <https://www.accesskansas.org/kbi/>. Click on the **KBI PI License Verification**, on the left hand side of the screen. Click on **Kansas Statutes** on the left hand side of the screen.

- Private Detective Licensing Act Kansas Statutes Annotated (K.S.A. 75-7b01 through 75-7b23)
- Kansas Administrative Regulations, Agency 16 Attorney General (K.A.R 16-1 through 16-6)
- | ➤ Criminal use of weapons statute, (K.S.A 21-4201). See especially subsections (c) (3).

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**Private Detective Agency Application**

**A private detective agency license is required if you or your business entity intends to employ any person(s) to engage in detective business.**

1. Agency name: \_\_\_\_\_  
Business form of agency: ☐ Corporation ☐ Partnership ☐ Association ☐ Sole Proprietorship

2. Person submitting application on behalf of agency: \_\_\_\_\_

3. Street address of agency: \_\_\_\_\_  
(Street Number)  
\_\_\_\_\_  
(City, State & Zip Code)

4. Business mailing address: \_\_\_\_\_  
(if different than #3)  
\_\_\_\_\_  
\_\_\_\_\_

5. Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
\_\_\_\_\_

6. Provide a statement of the general nature of the private detective business in which the agency intends to engage: \_\_\_\_\_  
\_\_\_\_\_

7. List **each** person who is an owner, associate, partner, officer or director. **Two (2) applicant fingerprint cards are required for each person listed** whether that person intends to personally engage in private detective business or not.

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐ No

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐ No

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐ No

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will Engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐ No

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will Engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐ No

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will Engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐

No

➤ Name \_\_\_\_\_ Position \_\_\_\_\_  
Res. address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip) Will Engage in  
detective business  
Date of birth: \_\_\_\_\_ SSN# \_\_\_\_\_ DL # \_\_\_\_\_ ☐ Yes ☐ No

Use additional pages, if needed, to list **all** associates, partners, officers or directors.

(Providing your SSN is voluntary, but it is requested pursuant to K.S.A.74-139 and 74-148 and may be provided to the Kansas Director of Taxation for tax purposes and/or the Department of Social and Rehabilitation Services for child support purposes.)

\_\_\_\_\_/\_\_\_\_\_  
Date / Signature of person submitting application on behalf of agency.

**Important: Any associate, partner, officer or director of the agency who intends to personally engage in detective business must complete a private detective license application (excluding question #2). Make extra copies of the private detective license application form if necessary. Contact Corrina Clements (785-296-4436) for additional applicant fingerprint cards**

Revised 05/06/08

**FEE SCHEDULE PRIVATE DETECTIVE  
LICENSING, RENEWALS & other items**

**Independent** (self-employed)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond or certificate of insurance

**Agency** (employs others)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

Requires \$100,000.00 bond or certificate of insurance

**Individual employee** (works under the agency license)

License fee - \$250.00 (2yrs from date of issuance)

Renewal fee \$175.00 (2yrs)

(Insurance covered by agency bond or insurance)

**Officer, director, partner, or associate** (of the agency engaged in detective business)

License fee - \$100.00 (2yrs from date of issuance)

Renewal fee \$100.00 (2yrs)

(covered by agency bond or insurance)

Information/application packet - \$15.00 (deducted from cost of application)

Current list of private detectives & agencies in Kansas - \$.24 per page

[illegible]